

HINTS AND TIPS

FOR

MEMBERS OF THE O.T.C.

BY
COMMANDER



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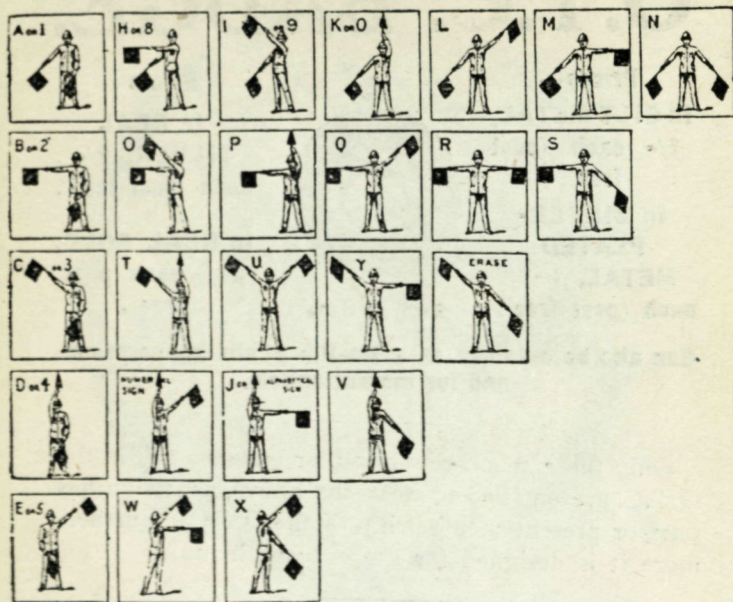
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SEMAPHORE SIGNALLING. Alphabet.

By the courtesy of the Author of "Semaphore made Easy," price 6d., obtainable from Forster Groom & Co., 15, Charing Cross, S.W.,—Captain H. R. von D. Hardinge, Indian Army—we are permitted to reproduce, with slight alterations, his very excellent chart of the Semaphore Alphabet, which, with the instructions issued, enables all who wish to rapidly acquire a working knowledge of this most useful method of signalling.



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1

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PREFACE

THIS booklet does not profess to be an official Army Book, but merely a few Hints and Tips which are intended to be a useful reference for members of the Officers' Training Corps.

It may be revised slightly, periodically, but will not be brought out every year, as are some Official Military Books.

In the present crisis the O.T.C. has well shown what it is worth by the number of officers that it has put into the New Armies—in fact, there are very few new officers who have not served at some time in the O.T.C.

Growing as the Institution is, it is necessary to have some small booklet to which Cadets can refer, without having to read through the Official Drill Books—although to Section Commanders and other N.C.O.'s the Official Books are essential.

Any criticisms, improvements, or additions will be welcomed in order to make this booklet perfect in future revisions.

COMMANDER.

August, 1915.

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HINTS AND TIPS FOR MEMBERS OF THE O.T.C.

CHAPTER I

IDEAS AND ACCOMPLISHMENTS OF THE O.T.C.

1. The Officers' Training Corps was established at about the same time as the Territorial Force, and was intended to take the place of the old "Cadet Corps" in schools, each of which was attached to some neighbouring Volunteer Regiment.

2. The original idea of the O.T.C. was to bring together into one main body all the old "Cadet Corps." Not only did it accomplish this, but it was the means of forming many contingents in schools that had never before had a "Cadet Corps" or any other means of Military Training for the students.

3. Every year the O.T.C. gets stronger, and every year it puts more officers into the Regular Army, the Territorial Force, and the Special Reserve.

The following figures speak for themselves; they are about the last figures that have been taken :—

Senior Division	.	.	about 6,200 cadets.
Junior Division	.	.	„ 19,200 „
			<hr/>
Total	.	.	„ 25,400 „

These figures were taken about the middle of 1913, and it can be seen what a vast improvement there has been since the same time in 1909, when the total was about 16,900 cadets.

4. As to the number of cadets who have become officers in the different branches in the Army, from the middle of 1912 to the middle of 1913, there were over 700, and since then there are many thousands who hold temporary commissions.

5. Even although boys have no intention of taking up the Army in after life, either as a profession or otherwise, they will be sorry later if they do not join the O.T.C. at school, as it is well known what periodical drilling does for one. There is no better proof of this than the present crisis. Before war broke out one could watch the average “loafer” wandering about town, hanging round the public-houses, and when he walked, doing so with a sort of slouch, his hands stuck in his pockets and his shoulders as round as any arch.

See that “loafer” now that his friends have induced him to join the Army. He walks about with his shoulders back, swagger-cane under his arm, holds himself upright, and does justice to the khaki uniform that he is wearing.

It is just the same in the O.T.C.: when a boy joins he may be delicate and round-shouldered, but after two drills a week for about six months he is quite different, strong and healthy, and in every way fit to become an officer when he is old enough.

6. Members of the O.T.C. when wearing their uniform off parade should always endeavour to hold themselves upright, brace themselves up, and show any passing "Tommy" that they are as good as any "Regular."

7. Cadets should never wear a belt underneath their great-coat. Either wear it on top (putting the half-belt of the coat inside) or leave it behind.

8. Never carry books when in uniform. This difficulty may be got over in two ways: if you have many books, put them in a haversack, or if you have only a few, put them in the pockets of your great-coat, which are very big.

9. Never lift your hat to a friend while in uniform. The salute substitutes this.

10. When walking with a friend (both being in uniform) always remember to keep step. By paying a little attention to these little matters you will look much smarter.

CHAPTER II

HINTS ON PARADE

11. The master-key to smartness on parade is one thing—steadiness. After having completed a movement, always try to stand absolutely steady, do not move a hair more than is necessary.

12. When doing rifle exercises with more than one motion, carry out each motion as quickly and smartly as possible and *leave a distinct pause between each*. It looks much smarter than doing the whole quickly, without pauses.

13. Always come on parade with sloped arms, and when you have fallen in stand at ease until your Section Commander gives an order.

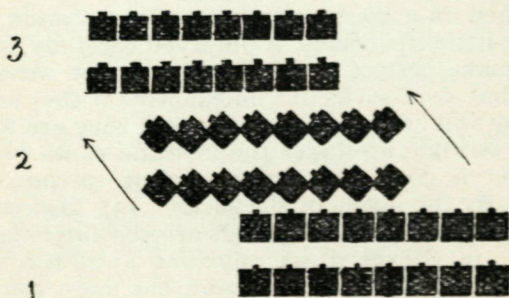
14. Never stand “easy” until you are told to. It is quite often that the commander of your section, platoon, or company, tells you to stand at ease, but does not give you “Stand Easy.” However long you have to stand at ease, stand still—do not drop gradually into the “Easy” position.

15. Never blow your nose when you are standing at Ease or Attention; always take a pace to the front if you are in the front rank, and to the rear if you are in the rear rank and stand easy.

16. In many Contingents practice is given not only to N.C.O.'s, but cadets in the art of giving commands. Remember in doing this to say the first part of the command slowly and distinctly, and the last syllable very quickly and smartly. The first part is only given as a warning, and from that every one should know what is about to follow.

17. The regulation pace when marching (quick time) is 30 inches, when "doubling" it is 40 inches. The step sideways is 14 inches, but when forming fours 27 inches.

18. Remember when "inclining" on the march always to keep your shoulder (if inclining to the right,



Section Inclining-

FIG. 1.—A SECTION INCLINING TO THE LEFT.

your right shoulder, and if inclining to the left, your left shoulder) in a line with the middle of the back of the man in front of you; if this is carried out by every one, it will tend to keep the line perfectly straight. (See Fig. 1.)

19. When in fours and told to "*Right (or Left) Form,*" the even numbers must not forget to form two deep, and the odd numbers to mark time two paces to give the even numbers time to form.

20. Never unsheathe a bayonet unless you are told to, otherwise you may find yourself in serious trouble. Be careful to see that you have the right slope when you have fixed bayonets; the tendency is to let the rifle go backwards. This is not at all easy to correct, but after some practice you will get used to it.

21. When on a route march or a long parade there are many little tips which, if observed carefully, should tend to make perfect comfort and prevent weariness. (1) See that your socks fit you exactly; if they are too small they will cramp your feet, and if they are too big they will wrinkle up under the feet and cause blisters. (2) Rather a good preventive of foot soreness is to soap slightly the inside of the socks. (3) Always keep your boots well oiled; hard boots are absolutely fatal to the feet. (4) Never drink anything until the march is nearly over; the more you drink, the more you want to drink, and the more you want to drink, the more tired you get. (5) The best way to carry a rifle "at ease" is to sling it over the shoulder with the butt downwards and *the sling underneath your shoulder-strap.*

22. If you meet any friend of yours while on the march, do not pay any attention whatsoever. Remember that it is just the same as if you were on parade in a parade-ground, and nothing matters except the parade itself.

23. When, on parade, after a command has been given you find that you have done something wrong, do not move. It is far more likely to be noticed if you start moving than if you keep as you are, and change when you get "*Stand Easy.*"

24. When you mark time always make it an opportunity to pick up your dressing; there are not many opportunities of doing this without being noticed, so take it when you can get it.

ERRATUM.

Page 16, paragraph 19, should read—

"When in fours and told to '*On the Right* (or *Left*) *form Section,*' '*Platoon,*'" etc.

CHAPTER III

MUSKETRY

25. The key to all bad shooting is usually Trigger Pressing. If you put the average recruit to shoot, he will, in all probability, pull the trigger towards him. This is absolutely fatal to good shooting, as by pulling the trigger you are liable to pull the rifle with it. The trigger should always be gradually pressed or squeezed, thus no jerk whatsoever is given to the rifle.

26. Another reason for bad shooting is unsteadiness in holding the rifle. This is always a source of great trouble to beginners, especially if their arms are rather short. Always try to hold the rifle very firmly with the left hand, and get the left elbow well underneath the rifle; by doing this you have the rifle much steadier, and it is not nearly so likely to sway from side to side.

27. Always take great care with your "grouping" practice. Remember that on Active Service if a man is told to fire on a certain place he will always try to get a good group. In grouping always put the rest of the shots where you think the first has gone, not paying any attention to whether it is near the "bull" or not. A group will not count any more if it is on the

bull than it will in the corner of the target. Grouping is spoilt more by bad trigger pressing than anything else.

28. There are several reasons for bad shooting in general :—

1. The eye being too near the cocking-piece.
2. Loose holding of the rifle. Guard against this more than anything else except bad trigger pressing.
3. Starting at the report. This is got over more by practice than anything else.
4. Bad trigger pressing.
5. General unsteadiness.

29. A sticky back-sight is one of the things that need great attention. If the leaf of your back-sight is sticky, it is a very difficult thing to get it into exactly the right position, which makes all the difference in the world to your shooting. This, however, is simply remedied by a little drop of oil.

30. When firing in the lying position, be careful to keep the legs well apart and the body at an angle with the object on which you are firing. As well as being much more comfortable than if you were straight in a line with the object, it ensures practically perfect steadiness and puts your eye in a good position to look along the barrel. In the kneeling position it is necessary to get the left forearm, foot, and knee in practically one straight line between the target and the eye; in order to get this the left knee should be placed well across to the right. Always pay careful attention to the *Safety catch* before and after moving.

31. When aiming, always do so at 6 o'clock, *i.e.* the bottom of the bull, leaving a very small patch of white between the bull and the sights. Be careful to get the point of the fore-sight exactly in the middle of the V of the back-sight, and exactly level with the shoulders of the V, the two sights being at the bottom of the bull. Take care that the back-sight is exactly horizontal; if this is not seen to, the shot will go away down to the side.

32. The weather has a great deal to do with sighting if you are out of doors. For instance, on a dull day more back-sight must be taken, and on a very bright day not so much. Less elevation is needed:

1. When it is raining. The effect of rain is to send the bullet high.
2. In hot weather.
3. Up or down hill.

33. Causes of over-estimating the range of the object on which you intend to fire:

1. The object and the background being the same, or practically the same colour.
2. Dips in the ground.
3. Slight fog or mist.

Causes for under-estimating the range:

1. Having the sun behind your back.
2. Having water between you and the object sighted.
3. Looking up or down hill.

CHAPTER IV

SIGNALLING

34. In ordinary field signalling two Codes are used—the Semaphore and the Morse. Of these the Semaphore is used more for field work, being quicker to send than the Morse.

In Wireless and other Telegraphy, however, Morse is always used. But as we are dealing now only with Military signalling, we will take first the code which is more used for that purpose.

35. In Semaphore the arms are moved in angles of 45° . It is essential while signalling to get the arms in their exact positions, as if they are half-way between one position and another it is absolutely impossible for the reader to tell which letter is intended.

In the Alphabet (Fig. 2) the man is facing you, so that his right hand looks to you like the left. This is always a cause of confusion among beginners.

36. As well as the Alphabet in Fig. 2, there are various other odd signs which need to be learned.

1. To "call up" a man you make the letter J and wave the flags about in that position until you get an answer. Then come down to the "ready."

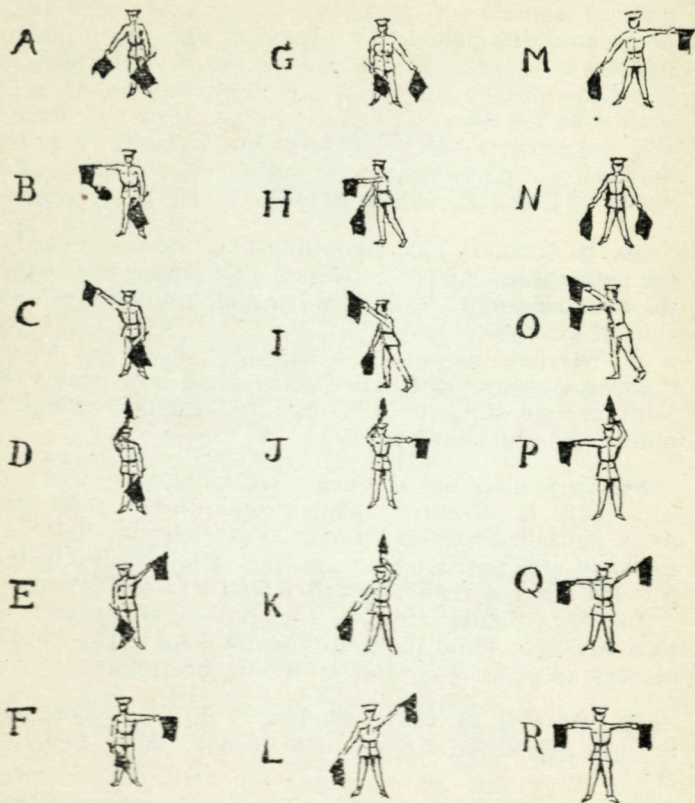


FIG. 2.—SEMAPHORE



Erase.



Numeral Sign.



Alphabetical Sign.



(J)

ALPHABET.

2. If you do not receive any word correctly send the letter R ; this is answered by J.
3. When you intend to send figures, send the Numerical Sign, and when you intend to send letters again, send J. For figures use A=1, B = 2, etc., to K = 0 (J is not used as a figure).

37. As a check that the reader has received figures correctly, he will send back the corresponding letters. For instance, if he received 17643210 he will send back the letters AGFDCBAK.

Do not forget that the letter J is not used as a figure ; although K = 0 it is the 11th, not 10th, letter in the Alphabet.

38. Special Signals in Semaphore :—

Full Stop	= AAA.
Inverted Commas	= RR. both at opening and close,
Brackets	= KK " " " " "
Hyphen	= NV.
Underline	= UK.
Horizontal Bar	= NR.
Oblique Stroke	= LT.

39. In the Morse Code each letter consists of a certain number of "dots" and "dashes" (see Fig. 3). In flag signalling, "ready" position is at the Semaphore E. To make a "dot," wave the flag to the Semaphore C position and back, and for a "dash" to the Semaphore A position and back, the flag being held with both hands, the right over the left, and worked entirely with the wrists.

In order to prevent the flag from furling, make a

FIG. 3

MORSE ALPHABET AND SPECIAL SIGNALS

A - -	H - - - -	O - - - -	U - - -
B - - - -	I - -	P - - - -	V - - - -
C - - - -	J - - - -	Q - - - -	W - - - -
D - - -	K - - -	R - - -	X - - - -
E -	L - - - -	S - - -	Y - - - -
F - - - -	M - - -	T -	Z - - - -
G - - - -	N - -		

LONG NUMERALS

1 - - - - -	6 - - - - -
2 - - - - -	7 - - - - -
3 - - - - -	8 - - - - -
4 - - - - -	9 - - - - -
5 - - - - -	0 - - - - -

SHORT NUMERALS

1 -	6 - - - - -
2 - - -	7 - - - - -
3 - - - - -	8 - - -
4 - - - - -	9 - -
5 -	0 -

SPECIAL SIGNALS

Full-stop	- - - - -
Hyphen	- - - - -
Inverted commas	- - - - -
Brackets	- - - - -
Break	- - - - -
Underline	- - - - -
Horizontal bar	- - - - -
Oblique stroke	- - - - -

figure 8 when waving it—this absolutely prevents the cloth of it from catching in the stick.

40. 1. To “call up,” make a succession of “dots” until you are answered by a T.

2. If you do not receive any word correctly, send the letters IMI; this will be answered by T (general answer) and the word repeated.

3. When you intend to send figures, send the Numerical Sign FI, which stands for Figures Intended, and when you intend to send letters again, send the Alphabetical Sign FF, which stands for Figures Finished. Figures are checked by their corresponding letters, as in Semaphore.

4. For Special Signals see Fig. 3.

41. Always use a white flag with a broad, dark blue stripe across it. This will show up against any background, whether it be dark or light.

Try to have two people at each signalling station, one to read and call out the letters, and the other to write them down. When this is done, it is for the writer to tell the reader what to send in answer.

42. Special Signals in Morse and Semaphore:—

1. Message correctly received	.	.	RD.
2. End of message	.	.	VE.
3. Send slower	.	.	SS.
4. Send quicker	.	.	SQ.
5. Are you ready?	.	.	KQ.
6. Wait	.	.	MQ.
7. Cancel the last message	.	.	WW.
8. Send the word before —	.	.	WB.

- | | | | | | | |
|-----|----------------------|-------------------|---|---|---|----|
| 9. | Send the word after | — | . | . | . | WA |
| 10. | Block letters follow | . | . | . | . | Z. |
| { | 11. | Move to the right | . | . | . | R. |
| | 12. | Move to the left | . | . | . | L. |
| | 13. | Move farther away | . | . | . | H. |
| | 14. | Move closer | . | . | . | O. |

The last four signals are to move the signaller. This is done if the background is not so suitable as one at the right, left, etc.

43. In order to distinguish between certain letters in the Alphabet, when spoken, seven letters have been given different names.

A	is called	Ac	to distinguish it from	H, J, K.
B	"	Beer	"	V, P.
M	"	Emma	"	N.
P	"	Pip	"	B, V.
S	"	Esses	"	F, X.
T	"	Toc	"	D, E.
V	"	Vic	"	B, P, E.

In Morse every word of group is answered by the "general answer," which is T, one dash. This, of course, is only with letters; for answer to figures see Par. 37.

44. Besides the Morse and Semaphore there are the Infantry Hand Signals. Morse and Semaphore need be learned by Signallers only, but the Hand Signals must be learned by every cadet, as they are used by officers and N.C.O.'s in order to signal to their men while

skirmishing, where verbal commands would not be heard.

The chief Hand signals are as follows :—

Extend.—The arm is waved slowly, at full extent, from side to side, above the head (the hand open), and comes down to the hips on either side of the body, finishing up pointing in the direction in which the squad is intended to extend. If no direction is given, extend from the centre.

Close.—The hand is placed on the top of the head with the elbow square to the right (to the left if the left hand is used), and indicating the flank on which the squad is intended to close, by pointing to it. If no flank is indicated, close on the centre.

Advance.—The arm is swung at full extent from rear to front below the shoulder.

Retire.—The arm is circled above the head.

Halt.—The arm is raised to full extent above the head, and held still for a moment.

Double.—The hand is clenched and moved up and down between the thigh and the shoulder.

Quick Time.—The hand is raised in line with the shoulder, the elbow being bent and close to the side.

Change Direction.—A circular movement is made with the arm at full extent and in a straight line with the shoulder, finishing with the body and arm pointing to the required direction.

Incline.—The body is turned towards the required direction and the arm in line with the shoulder and at full extent pointing in the same direction.

Lie down.—The open hand makes a few slight movements in the direction of the ground.

Enemy in sight in small numbers.—The weapon is held horizontally above the head.

Enemy in sight in large numbers.—The weapon is held horizontally above the head and raised and lowered frequently.

No enemy in sight.—The weapon held up to the full extent of the arm above the head, with the point or muzzle uppermost.

Reinforce.—The arm is swung from rear to front above the shoulder.

45. Before each signal is made, the leader gives a short, sharp blast on the whistle to call the attention of his men, and to prepare them for the coming signal.

46. In addition to the above hand signals there are two signals which are made by means of the whistle :—

The Rally.—A succession of short blasts.

The Alarm.—A succession of alternate long and short blasts.

The former is used as a signal to close on the leader, the latter as a signal to turn out of camp and fall in.

47. The tendency is for most non-commissioned officers nowadays to cut the Hand Signals as short

as possible, in order not to give themselves any "unnecessary trouble," but this should never be done. Always go through the signals properly, otherwise it is not a difficult thing for the men to mistake the signal, which is bound to cause a muddle.

48. When you hear your commander's whistle always turn round to see what the signal is going to be, even if you know exactly what to expect. If this is done the smartness of the parade is greatly added to, and moreover, if your commander sees that you are not looking it may mean serious trouble, if he feels angry.

CHAPTER V

SALUTING

49. Every officer you meet should be saluted, if you know him to be such. If you meet a man in mufti whom you know to be an officer, salute him. Never let the prejudice you have against an officer prevent you from saluting him: remember that it is the King's uniform you salute, not the man himself. An officer represents the King, and *must* be saluted. Saluting in special circumstances is dealt with in the following paragraphs.

50. Do not salute an officer :—

1. Through glass.
2. When you are riding a horse, a bicycle, a motor bicycle, or driving a car. In these cases you "*eyes right*" (or *left* as the case may be). If you are driving a horsed vehicle you bring the whip to a perpendicular position, with your right hand on your thigh, and then "*eyes right*" (or *left*).
3. When you are not wearing a cap. If you are standing still and an officer passes you, come smartly to attention, if you pass the officer you turn your head smartly towards him.

51. When you are passing an officer you bring the hand up three paces before him, and lower it three paces after you have passed him. Do not forget when passing an officer to turn your head smartly towards him while saluting.

52. If you are sitting down or lounging about when an officer approaches, stand to attention and, if you are wearing a cap, salute with the right hand, and remain at attention until the officer has passed. If there are several of you lounging about, the senior N.C.O. will stand up, face the officer, call the party to attention, and himself salute.

53. When addressing an officer you halt two paces from him, salute with the right hand, remain at attention while speaking to him, and salute again before withdrawing. If you meet an officer in a room salute without removing your hat.

54. The term " Officer " is a very wide one. As well as Army Officers it includes Naval Officers and Naval Warrant Officers. Also Officers in foreign Armies and Navies.

By Naval Warrant Officers the following are meant :

- Chief Boatswains.
- Chief Gunners.
- Chief Artificer Engineers.
- Chief Carpenters.
- Chief Schoolmasters.

These rank as 2nd Lieutenants in the Army, and must be saluted if they are wearing such uniform as will show of what rank they are.

55. When passing troops flying standard or colours, salute the colours and the Commanding Officer.

When passing a Military Funeral, salute the body.

56. When, in command of a party, you meet an officer, give "*Eyes Right*" or "*Eyes Left*" and at the same time yourself salute, and, having passed the Officer, give "*Eyes Front*."

If an Officer or Warrant Officer carrying a sword is in charge he will salute with the right hand, but a Warrant Officer without a sword or an N.C.O. will salute with the hand farthest away from the officer saluted.

This saluting when in command of a party applies to Par. 55 as well as to the saluting of an Officer.

57. The Rank-marks of Officers in the British Army are as follows :—(See Fig. 4.).

Field-Marshal.—Crossed batons surrounded by a wreath of laurel and a crown above.

General.—Crossed sword and baton with a star and a crown above.

Lieutenant-General.—Crossed sword and baton with a crown above.

Major-General.—Crossed sword and baton with a star above.

Brigadier-General.—Crossed sword and baton.

Colonel.—A crown and two stars.

Lieutenant-Colonel.—A crown and a star.

Major.—A crown.

Captain.—Three stars.

Lieutenant.—Two stars.

2nd Lieutenant.—One star.

Military Badges of Rank



Colonel



Lieutenant
Colonel.



Major



Lieutenant.



2nd Lieutenant.

Naval Badges of Rank.

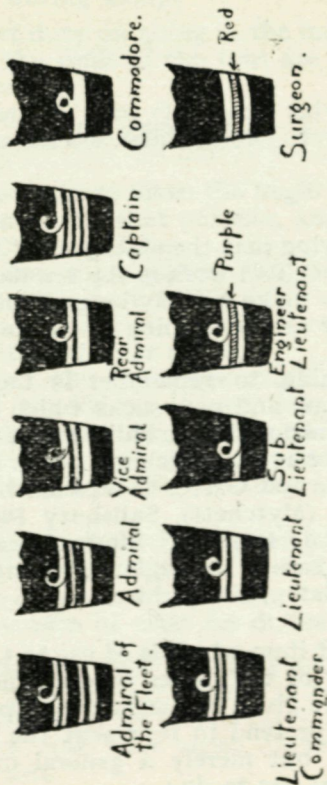


FIG. 4.—RANK-MARKS OF OFFICERS.

CHAPTER VI

CAMP

58. Considering that the chief part of the year which is given up to O.T.C. work is the ten days at Camp, it is necessary to make a fairly long chapter on the subject, especially as the heading of "Camp" is rather a large order.

The first thing to remember in Camp is to take good underwear, and new socks which have not been darned, as darned socks are liable to cut the feet during long parades or route marches.

The three largest O.T.C. Camps are held in summer at Aldershot (Mytchett), Salisbury Plain (Tidworth Pennings), and Rugeley, Staffordshire. There are other smaller camps in England, and in Scotland the largest is at Barry, Forfarshire.

59. The first item which is of use to Cadets in Camp is a summary of the duties of each individual. The chief duties are given in the following paragraphs, but these do not pretend to represent the full routine of Camp Duties, but merely a general outline of what each individual has to do:—

Tent Orderly.—A Tent Orderly is a sort of tent

servant for the day, and each Cadet has a turn at this at least once during camp.

1. His first duty on rising in the morning is to see that the walls of the tent are rolled up, if it is fine.
2. To keep the tent clean and tidy.
3. To remove all rubbish, etc., from outside the tent.
4. To draw rations when the bugle sounds for him to parade for that purpose, and take them to the Company lines.
5. Wash the cups, plates, etc., used to contain food, after each meal.
6. Return the kettles, "billies," etc., to the store or kitchens after meals.
7. See that the tent-pegs, mallets, etc., are in good condition; if not, take them to the Quartermaster to be renewed.
8. See that the tent ropes are slackened and the door closed in rainy weather and at night.

60. Tent Commander.—The Commander of a tent has not many extra duties beyond the ordinary routine of keeping the tent generally in order, but the following gives a general idea of what his duties are:—

1. See that the tent is kept generally clean and tidy and that all rubbish is removed.
2. Take care that the Cadets carry out their various duties, and that strict discipline is kept in the tent.
3. See that no Cadet leaves the tent between last post and reveillé without permission.

61. *Company Orderly Corporal.*—Like a Tent Orderly, the Corporal is down for duty on one certain day, and the Corporals in the Company take it in turns. There are several duties to be performed during the day, though, perhaps, not so many as those of the Orderly Sergeant.

1. To help the Orderly Sergeant in his duties.
2. To deliver the letters for his Company.
3. To parade the sick to interview the Medical Officer.

62. *Company Orderly Sergeant.*—Like all Orderly Sergeants and Corporals, he must not leave camp unless he is on duty.

1. To tell other Corporals and Sergeants when they are to be on duty.
2. To accompany the Company Commander down the lines.
3. To warn men for fatigue and picquet duty, and report all orders to the men.
4. To call the roll of his Company and give the list to the Sergeant-Major.
5. To see that the Company falls in in good time for parade.
6. To hand his Company roll to the Sergeant of the Guard.

63. *Battalion Orderly Sergeant* :—

1. To give notice as to who is next for duty.
2. To command all fatigue parties and picquets.
3. To report himself to the Orderly Officer when he begins duty, and to the Captain of the day at 9 a.m.

4. To parade the Company Orderly Sergeants.
5. To accompany the Orderly Officer through camp, and report any breach of discipline.
6. To collect the lists of absentees of each Company.
7. To see that all lights are put out on the sound of "Lights out" on the bugle.
8. To help the Sergeant-Major generally.

64. Battalion Orderly Corporal :—

1. To help the Battalion Orderly Sergeant generally in his duties.
2. To accompany the Subaltern of the day.
3. To parade the sick, and send in a report of the same.

65. No Orderly Sergeant or Corporal may leave camp at any time of the day unless he does so on duty. He will always carry a note-book, in which he may make notes of Orders, etc., which are to be either carried out by himself or handed on to other people.

Orderly Sergeants, Orderly Corporals, and Tent Orderlies must always be ready to report themselves to the Sergeant-Major whenever their call is sounded on the bugle.

Orderly N.C.O.'s will always wear belts and carry canes when on duty.

66. Turning from the duties of Camp, we come to the ordinary everyday routine.

On the sound of "Reveille" it is always advisable to get up at once and dress, because by so doing you give yourself longer to make your "bed pile," which

will probably take you most of your time at first. It is difficult to explain the position of the individual articles on a "bed pile," especially as they vary considerably at different camps (although there is really one regulation way) and the Senior Division makes a "bed pile" in a way which is very different to that of the Junior Division; but this is, more or less, the most adopted order:—

On the waterproof sheet are first five articles: in front a blanket folded, next the palliasse with bolster rolled inside, unbroken fold to the front, and in the rear, kit-bag with opening to the right, also one boot, sole upwards, on each side of the palliasse.

On the palliasse the second blanket, and on the kit-bag your great-coat or cape. On the second blanket a towel, and on the towel your cap, belt, and bayonet, the bayonet pointing to the rear, and the belt fastened round the cap.

This order is adopted mostly by the Junior Division, but the "bed pile" of the Senior Division varies so much in different contingents that it is impossible to give any definite order.

67. Always take every opportunity to clean up your uniform, as there is no special time given for that purpose. Pay special attention to your boots; they are the most noticeable part of your uniform, and if they are dirty they give the uniform generally that look of being dirty. They should be black, but not shiny. If you wear brass buttons, be careful to keep them shiny; by the use of a button-stick you can clean three or four buttons at once without letting the polish get on your tunic. If you wear a kilt don't

forget to take to camp some "Blanco" for cleaning your spats.

68. The chief things that it is necessary to take with you to camp are the following, but if there is anything else you think necessary, take it by all means :—

A kit-bag.

Flannel shirts.

Woollen socks (4 pairs).

Towels (two or three).

Flannel shirt and trousers to sleep in (they are better than pyjamas).

Change in boots (nailed).

Gym shoes.

Woollen underwear.

Hair brush and comb, tooth-brush and shaving materials.

Flannel coat and trousers for evening.

Cane and bed-rope (if necessary).

Members of a tent must provide between them for common use :—

A lantern and six candles.

Boot-cleaning materials.

Mirror.

Brass brushes.

Button-sticks (if necessary).

Half a dozen dusters and same number of tea-cloths.

Swabs.

69. On a long march or Field-day you should always see that your boots are not too tightly laced ; if they are, you will get tired after about two miles. The same applies to puttees, which, if rolled too tight, are apt to give you cramp in the legs. When marching "at ease" it is always a good plan to talk to the man next to you—it relieves the monotony of the march tremendously. When marching at attention you are not allowed to talk, but you are never likely to march very far at attention.

70. Don't forget to clean your rifle every day and pull it through every time you fire blank with it. If this is not attended to, your rifle will become one mass of rust, and the bore (inside of the barrel) will get all clogged up. You should leave a certain amount of oil in the bore and this should be renewed about once a week. When pulling through a rifle, you should do so about three times with oil and once without, so that the bore is quite clean, then oil it again with a small piece of the regulation flannelette.

71. A Company is always expected to provide a guard for a night and a picquet for a day.

They will parade under the Battalion Sergeant-Major, and will be marched off to their respective posts, where each man individually will act as a sentry in two-hour stretches.

Sentries when marching up and down will do so with sloped arms, and when standing still will *stand at ease* or *to attention*.

When an Officer passes they will salute with the rifle at the *slope*. This applies also when armed parties pass. Guards will fall in and turn out at the slope.

72. The chief thing to remember throughout camp is to do exactly what you are told by your commander. Don't think that you can improve upon his orders, but carry them out whether they are right or wrong. This is the whole secret of getting on well in camp with your superiors, and not getting into trouble, which might cause you to dislike it.

CHAPTER VII

MISCELLANEOUS

I. CERTIFICATES A AND B

73. Certificate A is for the Junior and Senior Divisions, and no cadet may enter unless he has—

1. Been efficient for two years,
2. Attended camp,

if he is in the Junior Division, and if in the Senior Division he must have completed one year's efficient service.

74. Certificate B is for the Senior Division only, and no cadet may enter unless he has—

1. Passed the examination for Certificate A,
2. Been efficient in the Senior Division for one year.

75. The examinations for Certificates A and B are held in March and November ; in each case there is a written examination, also a practical one. There are different branches of the examinations, and full particulars may be had from the Officer commanding your Contingent ; but the average efficient cadet should not find much difficulty in passing Certificate A, nor should an efficient

cadet of the Senior Division find that Certificate B troubles him. These Certificates are always useful, as they carry a certain number of marks with them in *all Government examinations*.

2. ABBREVIATIONS OF MILITARY TERMS. (USED IN ALL OFFICIAL ARMY BOOKS)

76.	A.D.C.	.	Aide-de-Camp.
	Adv.Gd.	.	Advanced Guard.
	Amm.	.	Ammunition.
	Art.	.	Artillery.
	Batt.	.	Battery.
	Bde. .	.	Brigade.
	Bn. .	.	Battalion.
	Brig.-Gen.	.	Brigadier-General.
	Capt.	.	Captain.
	Cav. .	.	Cavalry.
	Col. .	.	Colonel.
	Comdt.	.	Commandant.
	Comdr.	.	Commander.
	C.O. .	.	Commanding Officer.
	Co. .	.	Company.
	Cpl. .	.	Corporal.
	Div. .	.	Division.
	F.M. .	.	Field-Marshal.
	F.O. .	.	Field Officer.
	F.S.M.	.	Field Service Manual.
	F.S.R.	.	Field Service Regulations.
	Gd. .	.	Guard.
	G.S. .	.	General Staff.
	Hd.Qrs.	.	Headquarters.
	Howr.	.	Howitzer.

Hosp.	.	Hospital.
Inf.	.	Infantry.
Lieut.	.	Lieutenant.
Lt.-Gen.	.	Lieutenant-General.
Maj.-Gen.	.	Major-General.
N.C.O.	.	Non-Commissioned Officer.
O.C.	.	Officer Commanding.
Offr.	.	Officer.
Pmr.	.	Paymaster.
Pte.	.	Private.
Qr.Mr.	.	Quartermaster.
Q.M.S.	.	Quartermaster-Sergeant.
Rgt.	.	Regiment.
Sec.	.	Section.
Sgt.	.	Sergeant.
S.M.	.	Sergeant-Major.
S.O.	.	Staff Officer.

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